

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**BUDGET MANAGER  
FINANCE DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs supervisory and responsible fiscal-administrative control and budget work for the City. Employee reports to the Chief Financial Officer.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for the administration and implementation of the City's budget process, including the City's capital improvement plan. Work involves planning, administering and implementing the budget process. Employee is responsible for preparing and administering the budget, preparing revenue and expenditure forecasts, and administering City fees and charges for services. Employee supervises a professional and technical staff. Employee must be able to make independent decisions by frequently applying knowledge of standard accepted accounting and budgeting principles and practices. Work is performed under limited supervision of the Chief Financial Officer and is evaluated in terms of the efficiency and effectiveness with which budget programs are operated.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Designs and implements procedures for preparation and submission of annual budget requests from City departments; supervises the development and analysis of budget requests, and prepares budget proposals for action by City Council.

Ensures budget's compliance with applicable City policies, and state and federal laws and standard accepted accounting controls and practices.

Coordinates budget hearings with City Manager, City Council and department directors, explaining budget proposals and responding to inquiries.

Coordinates and directs preparation of City's capital improvement plan.

Reviews budget revisions requiring action by Council, and makes recommendations for action to the Chief Financial Officer.

Analyzes costs for various City services and programs, and develops user fees and charges to recoup expenditures, as appropriate.

Conducts organizational and operational analysis of various City-funded functions and departments, and prepares recommendations for appropriate staffing levels; complies and analyzes various data and prepares special reports as required.

Assigns, directs and supervises a professional and technical staff and ensures adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

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Administers or makes recommendations for routine personnel matters affecting subordinates, including interviewing applicants, hiring, training, appraising, disciplining, etc., preparing and submitting various reports and records as required by department management.

### **ADDITIONAL JOB FUNCTIONS**

Performs special projects involving financial analysis and/or forecasting as requested by the Chief Financial Officer.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of federal, state and local laws and policies concerning City fiscal operations.

Thorough knowledge of standard accepted accounting principles and practices as applied to local government.

Thorough knowledge of public finance administration and the budget process.

Thorough knowledge of the organization and functions of City departments and programs.

Considerable knowledge of the operations of City government, including taxation and other sources of income.

Considerable knowledge of the principles and practices regarding budget and fiscal practices.

Considerable knowledge of the principles and practices of statistics with particular reference to their application to financial, budgetary and operational activities.

Considerable knowledge of management techniques and practices.

General knowledge of modern office practices and procedures.

General knowledge of the current literature, trends, and developments in the fields of governmental accounting, budgeting and public finance administration.

Skill in accounting.

Skill in statistical analysis.

Ability to analyze and interpret fiscal and accounting records and complete financial statements and report from such records.

Ability to maintain standard accounting and control measures for City government.

Ability to prepare and submit clear, complete and concise reports.

Ability to express ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in accounting, business or public administration, or a related field, with a master's degree preferred, and 5 to 7 years of progressively responsible, professional experience in governmental budgeting and/or accounting, including work with governmental

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accounting systems; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which employee works, and to think, learn and process information using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn, process information, solve problems and gather information using math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Professional Conduct:** Ability to exhibit conduct that demonstrates a commitment to public service. Ability and maturity to react in a professional manner, both within and outside the organization.

Salary Grade 22  
Exempt  
Formerly Known As "Budget Director"